

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCE CIVIL SERVICE PROMOTIONAL EXAMINATION FOR:

PRINCIPAL SOCIAL WELFARE EXAMINER - #76-961

DATE OF EXAMINATION		LAST FILING DATE
NOVEMBER 13, 2004	*Examination Fee - \$7.50	OCTOBER 06, 2004

SALARY: Grade 18 - \$37,697.

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur in the Schoharie County Social Services Department.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent as a Social Welfare Examiner for twenty-four months in the Schoharie County Department of Social Services.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, NYS Motor Vehicle operator’s license, or otherwise demonstrate the ability to meet the travel needs of the job.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under the general supervision and direction of the Head Social Welfare Examiner, Commissioner, and/or Deputy Commissioner. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Administration of public assistance programs;
- 2. Social Services laws, rules and regulations related to public assistance programs;
- 3. Preparing written material; and
- 4. Supervision.

An expanded description covering the types of examination questions to be given is available at the Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: AUGUST 23, 2004	SEE REVERSE SIDE
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SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.